

**APPENDIX V**  
**LAUSD CHECKLIST**



# Safe School Inspection Guidebook

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY**

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# SAFE SCHOOL INSPECTION GUIDEBOOK

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# **INTRODUCTION**

## **OEHS SAFE SCHOOL INSPECTION PROGRAM**

The education of our children requires a learning environment which is safe and health-protective. Maintaining a safe learning environment requires the commitment and active participation of school administrators, plant managers, central support staff, and an informed school community. The Safe School Inspection Program was established to provide comprehensive routine assessment of safety conditions in all Los Angeles Unified School District schools.

## **SAFE SCHOOL INSPECTION PROCESS**

The Safe School Inspection process begins with a meeting between the OEHS safety officer and the site administrator. The meeting is followed by a brief walk-through of the school with the site administrator or plant manager. The safety officer then conducts a detailed inspection in accordance with the regulatory standards referenced in this Guidebook. The inspection concludes with a meeting between the safety officer and the site administrator to review the inspection findings and discuss any other safety concerns.

## **OBJECTIVE OF THE GUIDEBOOK**

This Guidebook covers 14 safety areas and defines the mandatory health and safety standards applicable to schools. Although the Guidebook was designed primarily for OEHS use, it is also a useful tool for school administrators, plant managers, and other members of the school community. For copies of the Safe School Inspection Guidebook, please refer to the OEHS web site: [www.lausd-oehs.org](http://www.lausd-oehs.org).

## ASBESTOS MANAGEMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Asbestos Management Plan</b>	<b>Availability</b>	Ensure that an Asbestos Management Plan (AMP) is available to employees, parents and others pursuant to 40 CFR.	HSC § 25915; 40 CFR § 763.93
	<b>Current</b>	Confer with Asbestos Technical Unit (ATU) to ensure that the Asbestos Management Plan is current and identifies the location of all Asbestos Containing Material (ACM).	HSC § 25915; 40 CFR § 763.93
	<b>3-Year Survey</b>	Ensure a 3 Year Asbestos Survey is conducted by the Asbestos Technical Unit (ATU) and results are included in the school Asbestos Management Plan (AMP). For assistance, contact ATU at (213) 763-1450.	HSC § 25915; 40 CFR § 763.85
	<b>6-Month Surveillance</b>	Ensure a 6 Month Visual Surveillance is conducted by the Asbestos Technical Unit (ATU) and results are included in the school Asbestos Management Plan (AMP). For assistance, contact ATU at (213) 763-1450.	HSC § 25915; 40 CFR § 763.85
<b>Maintenance of Asbestos Containing Material (ACM)</b>	<b>Condition</b>	Maintain all floors and other surfaces constructed of Asbestos Containing Material (ACM) in good condition to prevent deterioration.	8 CCR § 5208
	<b>Floor Buffing</b>	Do not burnish or dry buff floors that may contain asbestos unless there is a sufficient finish to ensure the pad does not contact Asbestos Containing Material.	8 CCR § 5208
	<b>Sanding</b>	Do not sand flooring materials or other surfaces that may contain asbestos. Use wet methods and low-abrasion pads at speeds lower than 300 rpm to remove floor finish.	8 CCR § 5208
<b>Non-Qualified Personnel</b>		Prohibit the handling of Asbestos Containing Material by non-qualified personnel.	HSC § 25915; 40 CFR § 763.93
<b>Restricted Access</b>		Restrict access to areas identified with damaged and friable Asbestos Containing Material (ACM) or areas undergoing abatement activities.	8 CCR § 5208

## ASBESTOS MANAGEMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Training</b>		Provide 2-hour Asbestos Awareness training to custodial and maintenance staff. Training should be provided within 60 days of employment.	8 CCR § 5208; 40 CFR § 763.92
<b>Warning Signs</b>		Post warning signs on the entrance to boiler rooms, fan rooms and other maintenance areas that contain Asbestos Containing Material (ACM). Warning signs must be clear, conspicuous and state:  "Asbestos Containing Material (ACM) has been identified in this room. See Asbestos Management Plan Book for specific type, location, and work practices to be followed."	HSC § 25915; 40 CFR § 763.95
<b>Warning Labels</b>		Attach warning labels on or immediately adjacent to known or suspected Asbestos Containing Material (ACM) in boiler rooms, fan rooms and other maintenance areas. Warning labels must be clear, conspicuous and state:  "DANGER: ASBESTOS. Cancer and lung disease hazard. Do not disturb without proper training and equipment."	HSC § 25915; 40 CFR § 763.95

## CAMPUS SECURITY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Visitation Policy</b>	<b>Visitor's Pass</b>	Ensure visitors entering school grounds sign-in and receive a visitor's pass.	OEHS Model Safe School Plan Volume 1 – Prevention Programs; Bulletin N-2; California State Constitution, Article I, Section 28
	<b>Posting</b>	Ensure school visitation policy is posted and distributed annually to parents and staff.	OEHS Model Safe School Plan Volume 1 – Prevention Programs; Bulletin N-2
<b>Locked Campus</b>		Lock all fences and gates at the beginning of classes each morning and keep them locked until the end of the school day, pursuant to Bulletin 33.	OEHS Model Safe School Plan Volume 1 – Prevention Programs; Bulletin 33
<b>Parking</b>		Do not permit parking of vehicles on District property without approval of Site Administrator.	
<b>Restricted Areas</b>		Prevent access to crawl spaces, roof access, or other passageways not intended for use by students or unauthorized staff.	8CCR 1541
<b>Supervision</b>		Ensure the school has a campus supervision plan clearly delineating the times and areas of the campus that require specific supervision such as during scheduled activities and bus loading areas.	Bulletin Z-10, Bulletin Z-36, Bulletin DP-1, Bulletin L-4, Bulletin L-5, Bulletin 61, Bulletin Z-19, Memorandum L-2, Memorandum Z-6
<b>Vandalism Reporting</b>		Ensure all acts of vandalism are reported to School Police, OEHS and Maintenance, including graffiti, property damage, etc.	Facilities Inspection Checklist

## CHEMICAL SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Hazard Communication</b>	<b>Program</b>	Implement a Hazard Communication Program pursuant to Cal/OSHA requirements. To obtain a copy of the District's Hazard Communication Program, contact OEHS at (213) 241-3199.	8 CCR § 5194; 29 CFR § 1910.1200
	<b>Inventory</b>	Maintain School Chemical Inventory pursuant to Hazard Communication Program.	8CCR 5191
	<b>MSDS</b>	Maintain current Material Safety Data Sheets (MSDSs) for each hazardous substance used on site.	8 CCR § 5194; 29 CFR § 1910.1200
	<b>Labels</b>	Label each hazardous substance container indicating identity of the contents and appropriate hazard warnings..	8 CCR § 5194; 29 CFR § 1910.1200
	<b>Training</b>	Provide employees with annual Hazard Communication training on hazardous chemicals used in their respective work areas. Employees should be retrained when new hazards are introduced into the work place.	8 CCR § 5194; 29 CFR § 1910.1200
<b>Chemical Hygiene</b>	<b>Plan</b>	Develop a written Chemical Hygiene & Safety Plan and ensure it is readily available to all employees. The plan should identify a "coordinator" and be revised at least annually.	8 CCR § 5191; 29 CFR 1910.1450; Chemical Hygiene & Safety Plan
	<b>Training</b>	Provide and document annual Chemical Hygiene training to science staff.	8 CCR § 5191; 29 CFR 1910.1450; Chemical Hygiene & Safety Plan
<b>Chemical Handling &amp; Storage – General Requirements</b>	<b>Use of Prohibited Chemicals</b>	Do not use chemicals unless approved for District use by OEHS. Refer to OEHS website at <a href="http://www.lausd-oehs.org">www.lausd-oehs.org</a> (see OEHS Product Review). Contact OEHS at (213) 241-3199 for assistance or to arrange for chemical pickup and disposal services.	8 CCR § 5194; 8 CCR § 5228; 29 CFR 1910.1450;
	<b>Student Access</b>	Ensure that all hazardous chemicals are locked, secured and kept out of reach of students.	



## CHEMICAL SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Chemical Handling &amp; Storage – General Requirements (cont.)</b>	<b>Incompatible Storage</b>	Store chemical materials by compatibility type as described in Material Safety Data Sheets (MSDSs).	8 CCR § 5533 and 19 CCR § 3.15; 29 CFR § 1910.106
	<b>Food Storage</b>	Avoid storage, handling or consumption of food and beverages in chemical storage areas or areas used for laboratory operations.	8CCR 5191 Appendix A
	<b>Maximum Quantities</b>	Do not store on site more than 60 gallons of Class I or Class II, and/or 120 gallons of Class III liquids on site.	8 CCR § 5533; 29 CFR § 1910.106
	<b>Restraints</b>	Ensure all chemical storage shelves and cabinets are equipped with lips or other devices to prevent stored materials from falling. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	Chemical Hygiene & Safety Plan
	<b>Spill Kit</b>	Ensure that all chemical storage areas are provided with a spill kit containing absorbent, neutralizing chemicals and other spill-control materials.	8 CCR § 5191
<b>Flammable and Combustible Materials</b>	<b>Grounding &amp; Bonding</b>	Ensure that all containers dispensing flammable materials are bonded and grounded.	LA Fire Code § 57.30.64; 29 CFR § 1910.106
	<b>Storage Cabinets</b>	Ensure the storage of flammable and combustible liquids in approved cabinets with self-closing doors.	8 CCR § 5417 and 19 CCR § 3.15; 8CCR 5533 29 CFR § 1910.106(d)(3)(I); Chemical Hygiene & Safety Plan Bulletin
	<b>Safety Containers</b>	Utilize approved safety containers for flammable materials and ensure proper labeling.	8 CCR §§ 5531, 5532, 5533, 5534, 5535, 5538, 5541
	<b>Flammable Storage Labeling</b>	Ensure flammable storage bunkers, rooms and cabinets are labeled “Flammable - Keep Fire Away”.	
	<b>Flammable Storage Room - Location</b>	Do not locate flammable material storage rooms in buildings occupied by students.	8 CCR § 5533; 29 CFR § 1910.106

## CHEMICAL SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Flammable and Combustible Materials (cont.)</b>	<b>Flammable Storage Room - Aisle Spacing</b>	Ensure aisles are at least 3 feet apart in flammable storage rooms to provide for emergency egress.	8 CCR § 5533; 29 CFR § 1910.106
	<b>Ventilation</b>	Ensure exhaust ventilation system in flammable material storage rooms provide 6 air exchanges per hour, and that the control switch is located outside the room.	8 CCR § 5533; 29 CFR § 1910.106
<b>Gas Cylinders</b>	<b>Condition</b>	Ensure compressed gas cylinders are free of corrosion, dents, cuts, gouges, bulges and leaks.	8 CCR § 4649; 29 CFR § 1910.101
	<b>Hydrostatic Test</b>	Ensure up-to-date hydrostatic test for all compressed gas cylinders.	8 CCR § 4649; 29 CFR § 1910.101
	<b>Incompatible Storage</b>	Separate compressed flammable gases and oxidizing gases by either a 1-hour fire wall or distance of 25 feet.	8 CCR § 5533; 29 CFR § 1910.106
	<b>Signage</b>	Post "NO SMOKING" sign, identify hazard classes, and list all gases stored in the compressed gas storage areas. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 4649; 29 CFR §§ 1910.101, 1910.102, 1910.103, 1910.104
	<b>Storage</b>	Ensure compressed gas cylinders are stored upright in a well ventilated area, by hazard class, secured, capped and kept at least 20 feet from flammable liquids, oxidizers, and other sources of ignition.	8 CCR § 4649; 29 CFR §§ 1910.101, 1910.102, 1910.103, 1910.104
<b>Laboratory Safety</b>	<b>Chemical Inventory</b>	Post current Lab Chemical Inventory in chemical storage areas.	8CCR 5191
	<b>Eyewash</b>	Provide approved eyewash stations in all laboratories using chemicals.	Chemical Hygiene & Safety Plan
	<b>Floor Plan</b>	Post floor plan drawings of science laboratory indicating locations of waste disposal containers and safety equipment in a conspicuous area.	8 CCR § 5191; 29 CFR 1910.1450; Chemical Hygiene & Safety Plan
	<b>Labels</b>	Label laboratory cabinets and storage areas as required in the Chemical Hygiene & Safety Plan.	Chemical Hygiene & Safety Plan

## CHEMICAL SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Laboratory Safety (cont.)</b>	<b>Locked Cabinets</b>	Lock all laboratory chemical storage cabinets when not in use.	Chemical Hygiene & Safety Plan
	<b>Storage - Method</b>	Store laboratory chemicals by compatibility type as described in Appendix D (Tables 1 and 2) of the Chemical Hygiene & Safety Plan.	Chemical Hygiene & Safety Plan
	<b>Storage- Volatiles</b>	Store all volatile laboratory chemicals in an explosion-proof cabinet.	Chemical Hygiene & Safety Plan
	<b>Storage Temperature</b>	Keep all laboratory chemical storage areas cool (between 55 and 80 degrees F) and dry (relative humidity between 30 and 60 percent).	Chemical Hygiene & Safety Plan
<b>Hazardous Waste Management</b>	<b>Aisles</b>	Maintain unobstructed aisle space in hazardous waste storage areas.	22 CCR 66264.35
	<b>Characterization</b>	Ensure the proper characterization of all waste (hazardous and non-hazardous).	22 CCR § 66262.11; 40 CFR § 262.11
	<b>Closed Containers</b>	Keep hazardous waste containers closed except when adding waste.	22 CCR § 66262.34; 40 CFR § 262.34
	<b>Container Condition</b>	Ensure all hazardous waste containers are in good condition, free of leaks and provided with secondary containment.	
	<b>Labels</b>	Label hazardous waste containers with the words: "HAZARDOUS WASTE", the physical state of the waste, hazard class, accumulation date and the address of the generator.	22 CCR § 66262.34; 40 CFR § 262.34
	<b>Inspections</b>	Conduct daily inspections of tanks in waste accumulation areas and weekly inspections of containers in waste storage areas.	22 CCR § 66262.34; 40 CFR § 262.34
	<b>Disposal</b>	Dispose hazardous waste generated at schools at least every 180 days.	22 CCR § 66262.34; 40 CFR § 262.34
	<b>Storage Supplies and Equipment</b>	Supply hazardous waste storage areas with spill kits, fire extinguishers, communication systems and decontamination equipment.	22 CCR § 66262.34; 40 CFR § 262.34
	<b>Lab Wastes</b>	Properly dispose of all outdated, retrograde, or otherwise expired lab chemicals. To request pickup and disposal services, contact OEHS at (213) 241-3199 or <a href="http://www.lausd-oehs.org">www.lausd-oehs.org</a> .	22 CCR § 66262.11; 40 CFR 262.11

## EMERGENCY PREPAREDNESS

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Safe School Plan</b>		Prepare and annually update Safe School Plan, Volume 2 – Emergency Procedures.	CEC § 35294; OEHS Model Safe School Plan, Volume 2 – Emergency Procedures
<b>Drills</b>		Conduct and document periodic Fire/Life Safety drills (at least monthly for primary schools or once each semester for secondary schools).	Bulletin N-25
<b>Seismic Bracing</b>	<b>Overhead Storage</b>	Remove all materials and objects stored on top of cabinets or upper shelves unless such objects are fastened to the shelf or otherwise restrained from falling.	
	<b>Furniture</b>	Provide seismic bracing for furniture, equipment and appliances.	Memorandum N8
	<b>HVAC/Water Heaters</b>	Provide seismic bracing for HVAC units and water heater tanks. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	
<b>Supplies and Equipment</b>	<b>General</b>	Ensure emergency supplies include flashlights, batteries, battery powered radio(s), first aid kits for every 400 persons, drinking water ratio 1.5 gallons per person, wrenches, pumps, pitchers, cups, bleach, search and rescue kit for every 500 persons, canned foods and personal hygiene products. For assistance in obtaining supplies, contact OEHS at (213) 241-3199.	OEHS Model Safe School Plan, Volume 2 – Emergency Procedures Reference Guide REF-801 Reference Guide REF-802
	<b>Maintenance</b>	Ensure emergency supplies are inspected and/or refreshed on a regular basis. Label water drums with expiration date. Change out untreated tap water every 6 months and disinfected water every 3 years.	OEHS Model Safe School Plan, Volume 2 – Emergency Procedures Reference Guide REF-801 Reference Guide REF-802
	<b>Storage Container</b>	Provide and maintain dedicated emergency supply storage containers. For assistance in obtaining containers, contact OEHS at (213) 241-3199.	OEHS Model Safe School Plan, Volume 2 – Emergency Procedures Reference Guide REF-802
<b>Training</b>		Train all employees on emergency procedures within the first three months of the school year, and maintain documentation of date of training, agenda, training materials and sign-in sheet.	CEC § 35294 Collective Bargaining Agreement UTLA & LAUSD Articles XXIV and XXVIII

## FACILITIES AND EQUIPMENT MAINTENANCE

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Condition of Equipment and Facilities</b>	<b>General</b>	Ensure campus grounds and equipment are maintained in good repair. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template, Attachment E Annual Campus/ Facilities Inspection Form
	<b>Asphalt</b>	Ensure asphalt and other paved areas are in good condition (e.g., free of significant cracks, holes, standing water).	Annual Campuses/ Facilities Inspection Checklist
	<b>Broken Windows</b>	Ensure broken or cracked windows are reported and that broken windows are repaired within 72 hours. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template, Attachment E Annual Campus/ Facilities Inspection Checklist
	<b>Carpeting</b>	Ensure carpeting is clean and in good condition.	OEHS IIPP Template, Attachment E Annual Campus/ Facilities Inspection Checklist
	<b>Fences and Gates</b>	Ensure fences and gates are maintained in good repair. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template, Attachment E Annual Campuses/ Facilities Inspection Checklist
	<b>Ground Striping</b>	Ensure ground striping and parking lines are clearly visible.	OEHS IIPP Template, Attachment E Annual Campuses/ Facilities Inspection Checklist

## FACILITIES AND EQUIPMENT MAINTENANCE

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Condition of Equipment and Facilities (cont.)</b>	<b>Housekeeping</b>	Ensure all areas in the school are clean, well maintained and free of clutter.	OEHS IIPP Template, Attachment E Annual Campus/ Facilities Inspection Checklist
	<b>Landscaping</b>	Ensure tree canopies are adequately raised, plants adequately trimmed and landscape is free of tripping hazards and other obvious hazards.	OEHS IIPP Template, Attachment E Annual Campus/ Facilities Inspection Checklist
	<b>Roof and Gutters</b>	Ensure roofs and gutters are intact and well maintained.	OEHS IIPP Template, Attachment E Annual Campus/ Facilities Inspection Checklist
	<b>Weeds</b>	Maintain school grounds free of weeds.	OEHS IIPP Template, Attachment E Annual Campus/ Facilities Inspection Checklist
	<b>Carts</b>	<b>Brakes</b>	Hand-held brakes on motorized carts should be periodically checked to ensure they are in working condition.
	<b>Key Activation</b>	Motorized carts should require key activation, and the key should be removed when cart is not in use.	
	<b>Wheel Chocks</b>	Place wheel chocks in front and behind one wheel of motorized carts when stationary. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	

## FACILITIES AND EQUIPMENT MAINTENANCE

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Electrical Equipment</b>	<b>Clearance</b>	Maintain at least 3 ft clearance around all electrical equipment (e.g., electrical panels, switchgear, transformers).	8 CCR § 2340; 29 CFR § 1910.303
	<b>Electrical Panels</b>	Ensure the identification of all circuit breakers within electrical panels indicate the circuits they are protecting.	29 CFR § 1910.303
	<b>Ground Fault Interrupter</b>	Ensure power tools/equipment are used on circuits protected by ground fault interrupter (GFI).	29 CFR § 1910.304
	<b>Guarding</b>	Ensure electrical equipment components operating at 50 volts or above are guarded to prevent access, unless confined to rooms only accessible to qualified persons.	8 CCR § 2340; 29 CFR § 1910.303
	<b>Outlet Covers</b>	Provide approved covers for all electrical outlets, switch plates, pull boxes, and junction boxes.	8 CCR § 2340; 29 CFR § 1910.305
<b>Extension Cords and Cable</b>		See “Injury and Illness Prevention, Extension Cords and Cables”.	
<b>Hot Water</b>		Ensure hot water is provided in food preparation areas, health office and showers. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	OEHS IIPP Template, Attachment E Annual Campus/Facilities InspectionForm
<b>Kitchen Waste Management</b>	<b>Best Management Practices</b>	Implement Best Management Practices (BMPs) for industrial waste disposal as defined by the Food Services Branch.	LAMC Article 4 Section 64.30
	<b>Best Management Practices - Posting</b>	Conspicuously post Best Management Practices (BMPs) in the cafeteria kitchen and/or food preparation area.	LAMC Article 4 Section 64.30
	<b>Best Management Practices - Training</b>	Train food service workers on Best Management Practices (BMPs) and maintain training records.	LAMC Article 4 Section 64.30
	<b>Dumpsters</b>	Keep dumpster lids closed when not in use.	

## FACILITIES AND EQUIPMENT MAINTENANCE

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Kitchen Waste Management (cont.)</b>	<b>Fats, Oils &amp; Grease</b>	Ensure fats, oils, and grease are frozen prior to disposal.	LAUSD BMPs
	<b>Food Disposal</b>	Do not discharge food waste into sink garbage disposals. All food waste should be disposed of in refuse bins.	LAMC Article 4 Section 64.30
<b>Permits</b>	<b>Air Quality</b>	Ensure facility equipment subject to South Coast Air Quality Management District (SCAQMD) permit requirements is lawfully permitted and that the permit is current.	(SCAQMD) Rules and Regulations
	<b>OSHA</b>	Post valid operating permit near air compressor, air pressure tank, elevator, boiler, or other equipment subject to permitting.	8CCR 461 8CCR 344.2 8CCR 344.1
<b>Salvage Items</b>		Remove unusable equipment and other salvage items pursuant to the <i>Reference Guide REF-1071, Pick-up and Transfer of Materials for Salvage</i> .	Reference Guide REF-1071
<b>Securing Equipment</b>		Ensure equipment designed to be located in a fixed position is secured to prevent its "walking" or moving.	
<b>Playground and Sport Equipment</b>	<b>Discontinue Use</b>	Discontinue use of playground equipment not meeting current specifications.	22 CCR § 65710; CPSC Guidelines
	<b>Inspections</b>	Ensure playground equipment is inspected daily by site staff and at least annually by a certified inspector.	
	<b>Specifications</b>	Ensure playground equipment and matting comply with American Society for Testing and Materials (ASTM) standards and Consumer Products Safety Commission (CPSC) guidelines.	22 CCR § 65710; CPSC Guidelines
	<b>Training</b>	Train students on proper use of sports equipment.	Bulletin M-66 42, 44



## FACILITIES AND EQUIPMENT MAINTENANCE

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Powered Equipment</b>	<b>Condition</b>	Periodically inspect equipment to ensure that electrical cords, hoses and fittings, and safety devices are in good condition.	
	<b>Storage</b>	Ensure lawnmowers and other powered equipment is stored in a secure area, not located in buildings occupied by students.	
	<b>Training</b>	Ensure proper training of personnel that use steam cleaners, pressure washers, wet abrasive washers or other cleaning equipment.	
	<b>Prohibited Use</b>	Do not use gasoline powered equipment in buildings or other enclosed areas.	
<b>Trouble Calls</b>		Maintain "Trouble Call Log" and ensure trouble calls are made in a timely manner.	OEHS IIPP Template, Attachment E Annual Campus/ Facilities Inspection Form
<b>Restrooms</b>	<b>Adequate Facilities – Kindergarten</b>	Provide and maintain open a sufficient number of restroom facilities to meet student needs (kindergarten buildings: 1 toilet for up to 20 students; 2 toilets for 21 to 50 students; and 1 additional toilet for every 50 additional students.)	Education Code 35292.5; SB 892; District Bulletin 735
	<b>Adequate Facilities – Elementary (pre-1994)</b>	Provide and maintain open a sufficient number of restroom facilities to meet student needs (elementary schools constructed prior to 1994: 1 urinal for every 30 male students; 1 toilet for every 100 male students; and 1 toilet for every 35 female students).	UBC Section 805
	<b>Adequate Facilities – Elementary (post-1994)</b>	Provide and maintain open a sufficient number of restroom facilities to meet student needs (elementary schools constructed after 1994: 1 urinal for every 75 male students; 1 toilet for every 30 male students; and 1 toilet for every 25 female students).	5 CCR
	<b>Adequate Facilities – Secondary (pre-1994)</b>	Provide and maintain open a sufficient number of restroom facilities to meet student needs (secondary schools constructed prior to 1994: 1 urinal for every 30 male students; 1 toilet for every 100 male students; and 1 toilet for every 45 female students).	UBC Section 805
	<b>Adequate Facilities – Secondary (post-1994)</b>	Provide and maintain open a sufficient number of restroom facilities to meet student needs (secondary schools constructed after 1994: 1 urinal for every 35 male students; 1 toilet for every 40 male students; and 1 toilet for every 30 female students).	5 CCR Section

## FACILITIES AND EQUIPMENT MAINTENANCE

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Restrooms (cont.)</b>	<b>Adequate Facilities - Female Employees</b>	Provide adequate restroom facilities for employees (1 toilet for up to 34 female employees; 2 toilets for 35 to 54 female employees; 3 toilets for over 55 female employees; and 1 additional toilet for every 40 additional female employees.  <i>Visually inspect restroom facilities to confirm adequate number of facilities.</i>	UBC Appendix C
	<b>Adequate Facilities - Male Employees</b>	Provide adequate restroom facilities for employees (1 urinal for every 50 male employees; 1 toilet for up to 34 male employees; 2 toilets for 35 to 54 male employees; 3 toilets for over 55 male employees; and 1 additional toilet for every 40 additional male employees.	UBC Appendix C
	<b>Fixture Operation</b>	Maintain toilets, fixtures and drains in proper working conditions. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	
	<b>Gender Designation</b>	Provide gender-segregated restrooms in all facilities which have more than five employees.	8CCR 3364
	<b>Supplies</b>	Ensure restrooms are adequately stocked with toilet paper, soap and paper towels.	
	<b>Service Log</b>	Maintain a daily restroom service log for review by District Staff.	Bulletin 735
	<b>Ventilation</b>	Maintain restroom exhaust fans in proper working condition. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	
<b>Recycling</b>		Consider waste recycling for paper and cardboard, toner cartridges and beverage containers. For assistance, contact OEHS Duty Officer at (213) 241-3199 or refer to OEHS website at <a href="http://www.lausd-oehs.org">www.lausd-oehs.org</a> .	Memoranda 997
<b>Wastewater Management</b>	<b>Sewers</b>	Ensure that debris is periodically cleared from sewer and storm drain inlets.	Annual Campuses/ Facilities Inspection Checklist
	<b>Storm Drain</b>	Do not discharge hazardous substances, cleaning agents or waste water into storm drains.	

## FIRE/LIFE SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Access and Egress</b>	<b>Emergency Exit Grills</b>	Provide at least one security grill with “emergency breakaway” capacity for classrooms equipped with security grills. The window with the breakaway grill must be constructed of glass, and clearly identified as an emergency exit. In classrooms with only one exit door, the breakaway grill must be located furthest from the exit door. If necessary, place trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	CBC Section 305.2.4, UBC Section 305.2.4, District Policy
	<b>Exit Pathways</b>	Ensure classrooms with an occupancy of 50 or more have at least two means of egress.	8 CCR § 3225; LA Fire Code § 57.33.11; Section 305.2.4; 29 CFR § 1910.36
	<b>Obstructions</b>	Maintain building exit pathways free of obstructions to ensure safe egress.	8 CCR § 3227; LA Fire Code § 57.33.11 29 CFR § 1910.37
	<b>Panic Hardware</b>	Ensure panic hardware is provided and maintained on main exit doors or are posted with signage indicating "This Door to Remain Unlocked During Business Hours". If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	LA Fire Code § 57.33
	<b>Signs – Elevator</b>	Post signage adjacent to elevator call devices indicating procedure to follow in case of emergency.	
	<b>Signs -General</b>	Provide visible exit signs or directional signs for all exit doors and escape pathways. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 3216 LA Fire Code § 57.33.15 29 CFR § 1910.36
	<b>Signs – Obstructed</b>	Remove all objects that may conceal or obscure exit signs.	UBC Section 305.2.4
	<b>Signs – “No Exit”</b>	Place "NO EXIT" signs on non-exit doors or indicate actual use. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 3216 LAMC § 57.33.15 29 CFR § 1910.36

## FIRE/LIFE SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Elevated Work Surfaces</b>	<b>Access</b>	Provide a permanent means of access and egress to elevated storage and work surfaces.	8 CCR §§ 3209, 3210, 3211, and 3212
	<b>Guarding</b>	Provide standard guard rails for elevated surfaces in excess of 30 inches above any adjacent floor or ground surface (exception: auditorium side of stage). If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR §§ 3209, 3210, 3211, and 3212
	<b>Ladder Condition</b>	Ensure portable ladders are routinely inspected and maintained in good repair.	8 CCR §§ 3278, 3279 29 CFR §§ 1910.25, 1910.26
	<b>Ladders - Metal</b>	Ensure metal ladders are labeled indicating "CAUTION: DO NOT USE AROUND ELECTRICAL EQUIPMENT".	8 CCR §§ 3278, 3279 29 CFR §§ 1910.25, 1910.26
	<b>Lifts</b>	Conduct and document weekly testing of all special access lifts (wheelchair lifts, auditorium stage lifts and swimming pool immersion lifts).	29 CFR§ 1910.68
	<b>Load Capacity</b>	Post signs indicating load capacity for elevated surfaces.	8 CCR §§ 3209, 3210, 3211, and 3212
	<b>Toe Boards</b>	Install standard 4-inch toe boards for elevated surfaces to prevent objects from falling. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR §§ 3209, 3210, 3211, and 3212
<b>Fire Prevention</b>	<b>Clearance - Fire Equipment</b>	Maintain a minimum 3-foot clearance around fire extinguishers, fire hoses, pull stations and sprinkler control valves.	8CCR 6151 LAMC 57.140.09
	<b>Clearance - Fire Sprinklers</b>	Maintain a minimum 18-inch clearance between overhead sprinklers and materials below.	8 CCR § 6170; Annual Campus/ Facilities Inspection Form
	<b>Clearance - Heaters</b>	Maintain a minimum 3-foot clearance around heater/furnace.	UFC 1107
	<b>Curtains</b>	Remove non-flame retardant curtains or post current certification that curtains are flame-resistant (certification tag must be attached to curtain).	LAMC 57.110.12

## FIRE/LIFE SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Fire Prevention (cont.)</b>	<b>Emergency Vehicle Access</b>	Ensure school has at least one entrance gate with an opening of at least 20 ft to accommodate emergency vehicles. Ensure fire lanes are provided and maintained free of obstruction.	LA Fire Code § 57.111.07
	<b>Fire Alarms – Obstruction</b>	Ensure compliance with fire alarm testing procedure in Bulletin No. 61 and ensure that fire alarm mechanisms are free of obstruction.	LA Fire Code § 57.01.22; 29 CFR § 1910.165
	<b>Fire Alarms – Testing</b>	Conduct and document weekly inspections of fire alarms to ensure they are in good working order.	8CCR 6184 (Alarms) LAMC 57.138.041 & .09
	<b>Fire Doors</b>	Do not impair function of self-closing fire doors.	LAMC57.20.41
	<b>Fire Extinguishers - General</b>	Fully charge and mount portable fire extinguishers and ensure signs are posted to indicate location. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 6151; 29 CFR § 1910.157
	<b>Fire Extinguishers- Hydrostatic Testing</b>	Perform hydrostatic testing at the required interval of 5 or 12 years, depending on the fire extinguishing media.	8 CCR § 6151; 29 CFR § 1910.157
	<b>Fire Extinguishers- Inspection</b>	Conduct and document monthly visual inspection and perform annual maintenance inspection of portable fire extinguishers.	8 CCR § 6151; 29 CFR § 1910.157
	<b>Fire Sprinkler Requirement</b>	Ensure the maximum distance from any point in the building to an exterior exit or an enclosed exit stairway does not exceed 150 feet in buildings without sprinklers or 200 feet in buildings with sprinklers. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 3222
	<b>Paper Decorations</b>	Remove all combustible materials (e.g., paper decorations, hanging mobiles) from exit doors, electrical panels, light fixtures, fire sprinklers and heaters.	LAMC 57.22.01
	<b>Training</b>	Provide fire extinguisher training to new employees, and at least annually thereafter.	8 CCR § 6151; 29 CFR § 1910.157

## FIRE/LIFE SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Occupancy Limit</b>		Post signs above assembly room doors indicating maximum occupant load and usage as referenced in the Certificate of Occupancy.	LA Fire Code § 57.33.04
<b>Walkways</b>	<b>Guarding</b>	Provide temporary guarding or other controls for floor openings, excavations and damaged walking surfaces to prevent falls. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 3232; 3272; 29 CFR § 1910.22
	<b>Non-Slip</b>	Provide and maintain non-slip materials on ramps, or aisle and walkway surfaces prone to moisture. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	8 CCR § 3232; 3272; 29 CFR § 1910.22
	<b>Trip Hazards</b>	Maintain aisles and walkways free of obstruction or tripping hazards.	8 CCR § 3215; 29 CFR § 1910.36; 8 CCR § 3232; 3272; 29 CFR § 1910.22

## INDOOR ENVIRONMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Indoor Air Quality</b>	<b>Blocked Vents</b>	Remove all items blocking air vents to ensure adequate HVAC system ventilation.	
	<b>Complaint Log</b>	Maintain log of nuisance odors potentially affecting indoor air quality. Report to OEHS at (213) 241-3199, and if an outdoor emission source is suspected, contact South Coast Air Quality Management District (SCAQMD) at (800) 288-7664.	Safety Alert No. 03-02
	<b>Exhaust Ventilation</b>	Ensure adequate exhaust ventilation for all activities emitting air contaminants. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	
	<b>HVAC Maintenance</b>	Perform periodic preventative maintenance on HVAC systems. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	
	<b>Mold Infestation</b>	Mitigate mold and mildew infestation..	
	<b>Odors</b>	Ensure that rooms are properly maintained to minimize chemical smells and objectionable odors.	
	<b>Vehicle Idling</b>	Ensure vehicles are not idling in the vicinity of classrooms.	
	<b>Water Damage</b>	Correct all unresolved water damage. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	
<b>Lighting</b>		Ensure all areas within the school have adequate lighting.	

## INDOOR ENVIRONMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Noise	Classroom Noise	Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of interior noise source (this is in response to a request, complaint, or elevated noise levels identified during inspection).	OEHS Position on Classroom Acoustical Quality
	Construction Noise	Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of construction noise source (this is in response to a request, complaint, or elevated noise levels identified during inspection).	OEHS Position on Classroom Acoustical Quality LA Municipal Code Chapter 11
	Transportation Noise	Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of transportation noise source (this is in response to a request, complaint, or elevated noise levels identified during inspection).	OEHS Position on Classroom Acoustical Quality California DOT Chapter 30
	Industrial Noise	Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of industrial noise source (this is in response to a request, complaint, or elevated noise levels identified during inspection).	OEHS Position on Classroom Acoustical Quality LA Municipal Code Chapter 11
	Other Noise Source	Contact OEHS Industrial Hygiene Section at (213) 241-3199 to arrange for evaluation of outdoor noise source (this is in response to a request, complaint, or elevated noise levels identified during inspection).	OEHS Position on Classroom Acoustical Quality LA Municipal Code Chapter 11



## INJURY AND ILLNESS PREVENTION

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Injury and Illness Prevention Program (IIPP)</b>	<b>Program</b>	Prepare and implement an Injury and Illness Prevention Program (IIPP) using the OEHS IIPP Template, and update at least annually. The IIPP Template may be downloaded at <a href="http://www.lausd-oehs.org">www.lausd-oehs.org</a> .	8 CCR § 3203
	<b>Death/Serious Injury Reporting</b>	Notify Cal/OSHA within 8 hours if any employee is seriously injured on the job.	8 CCR § 342; 29 CFR § 1904.8; Safety Alert No. 02-09
	<b>Elevated Injury Rate</b>	Workers' Compensation Claims Rate for this site is significantly higher than the District-wide average. Review accident trends and provide and document training to staff as necessary.	
	<b>Incident Report</b>	Ensure an investigation is conducted and an Incident Report is prepared for each accident (Incident Report is Attachment G in the Injury and Illness Prevention Program).	OEHS IIPP Template, Attachment G
	<b>Inspections</b>	Conduct and document semi-annual safety inspections pursuant to Injury and Illness Prevention Program (IIPP).	8 CCR § 3203; OEHS IIPP Template, Attachment E
	<b>OSHA Log 300</b>	Maintain OSHA Log 300 of employee injuries and illnesses as required by Cal/OSHA regulation. Contact OEHS at (213) 241-3199 to request a copy.	8 CCR § 14305
	<b>OSHA Log 300 Summary Posting</b>	Post previous calendar year's OSHA 300 summary from February 1 through March 1 in a location frequented by employees.	8 CCR § 14305 29 CFR § 1904
	<b>OSHA Poster</b>	Post Cal/OSHA Safety & Health Protection Job poster in a conspicuous location.	8 CCR 340
	<b>Records</b>	Maintain safety inspection records for three years as required by the Injury and Illness Prevention Program (IIPP).	8 CCR § 3203; OEHS IIPP Template, Section E
	<b>Responsible Individual</b>	Assign authority and responsibility for implementation of Injury and Illness Prevention Program (IIPP).	8 CCR § 3203; OEHS IIPP Template

## INJURY AND ILLNESS PREVENTION

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Injury and Illness Prevention Program (IIPP) (cont.)</b>	<b>Safety Committee</b>	Establish School Safety Committee that: meets at least quarterly and records meeting minutes; reviews results of workplace inspections and incident reports to identify safety issues and determine incident causes; reviews alleged hazardous conditions and safety suggestions brought to the attention of any committee member; and submits recommendations to management to resolve safety issues.	8 CCR § 3203 OEHS IIPP Template OEHS Model Safe School Plan
	<b>Summary Page</b>	Post a copy of the Injury and Illness Prevention Program (IIPP) Summary in a conspicuous area.	8 CCR § 3203; OEHS IIPP Template, Attachment B
	<b>Training</b>	Provide and maintain records of annual Injury and Illness Prevention Program (IIPP) training to all employees.	8 CCR § 3203
<b>Ambient Noise Sources</b>		See “Indoor Environment, Noise”.	
<b>Bloodborne Pathogens</b>	<b>Exposure Control Plan</b>	Ensure implementation of Bloodborne Pathogen Exposure Control Plan (ECP) to minimize exposure to bloodborne pathogens pursuant to Title 8 CCR. (See School Nurse for ECP requirements.)	8 CCR § 5193; 29 CFR § 1910.1030
	<b>Cleanup Kit</b>	Provide bloodborne pathogen cleanup kits for the disposal of body fluids and medical waste. Kits will include, at minimum, personal protective equipment (gloves, goggles, clothing protection) and biohazard bags.	8 CCR § 5193; 29 CFR § 1910.1030
	<b>Decontamination</b>	Clean and sanitize areas that may have been exposed to bloodborne pathogens.	8 CCR § 5193 29 CFR § 1910.1030
	<b>Exposure Evaluation</b>	Ensure a post-exposure evaluation is conducted following all potential employee exposures to bloodborne pathogens.	8 CCR § 5193; 29 CFR § 1910.1030
	<b>Labeling</b>	Affix warning labels to all containers used to store, transport, or ship potential BBP materials. Ensure biological waste is placed in red biohazard bags.	8 CCR § 5193; 29 CFR § 1910.1030

## INJURY AND ILLNESS PREVENTION

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Bloodborne Pathogens (cont.)</b>	<b>Personal Protective Equipment</b>	Provide personal protective equipment to employees at risk of exposure to bloodborne pathogens.	8 CCR § 5193; 29 CFR § 1910.1030
	<b>Recordkeeping</b>	Maintain records of employee Bloodborne Pathogen training, including name of employee, training date, outline of presented material, name and title of person conducting training, job titles, and ID numbers. For employees in a “primary exposure category”, training records should include a copy of either the hepatitis B vaccination status or Declination Form.	8 CCR § 5193; 29 CFR § 1910.1030
	<b>Sharps - Use</b>	Ensure sharps are only used by trained personnel.	8 CCR § 5193; 29 CFR § 1910.1030
	<b>Sharps - Disposal</b>	Ensure that contaminated sharps are disposed in approved containers.	8 CCR § 5193;29 CFR § 1910.1030
	<b>Training</b>	Provide all employees with annual bloodborne pathogen awareness training.	8 CCR § 5193; 29 CFR § 1910.1030
<b>Equipment Guarding</b>	<b>Fans</b>	Ensure all fans whose blades are less than 7-feet above the floor or working level are equipped with blade guards.	29 CFR 1910.212
	<b>General</b>	Ensure proper guarding is provided and maintained on all equipment to prevent injury to operators.	29 CFR 1910.212
<b>Electrical Equipment</b>		See “Facilities and Equipment Maintenance, Electrical Equipment”.	

## INJURY AND ILLNESS PREVENTION

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Extension Cords and Cables</b>	<b>Damaged</b>	Destroy and discard electrical cords that are frayed, spliced, taped, or otherwise deteriorated.	8 CCR § 2300; 29 CFR § 1910.305
	<b>UL Approved</b>	Ensure extension cords and cables are UL approved and suitable for the conditions of use.	8 CCR § 2300; 29 CFR § 1910.305
	<b>Use - General</b>	Ensure flexible extension cords and cables are not used in place of permanent wiring.	8 CCR § 2300; 29 CFR § 1910.305
	<b>Use – In Series</b>	Ensure extension cords, outlet multipliers and surge protectors are not used in series.	8 CCR § 2300; 29 CFR § 1910.305
	<b>Use – Near Water</b>	Ensure that flexible cords and cables are not used near sinks, faucets or other water sources.	8 CCR § 2300; 29 CFR § 1910.305
	<b>Use – On Metal</b>	Do not hang extension cords and cables on metal hangers or supports.	8 CCR § 2300; 29 CFR § 1910.305
	<b>Use – Through Opening</b>	Ensure extension cords and cables are not run through holes in walls, ceilings, floors or similar openings.	8 CCR § 2300 29 CFR § 1910.305
<b>Face/Eye Protection</b>		Provide face/eye protection for persons at risk of injury from airborne objects, particulate matter or hazardous substances.	8CCR 3382

## INJURY AND ILLNESS PREVENTION

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Hearing Conservation</b>	<b>Program</b>	Ensure all personnel who are exposed to a time weighted average (TWA) noise level greater than 85 db(A) are included in a Hearing Conservation Program. For assistance with noise monitoring, training, audiometric testing or other hearing program requirements, contact OEHS at (213) 241-3199.	8 CCR §§ 5097; 29 CFR § 1910.95
	<b>Complaint Procedures</b>	Ensure employees are informed of the need to report excessive noise levels in their workplace to their supervisor so that an appropriate evaluation can be made.	8 CCR § 5096; 29 CFR § 1910.95
<b>Heat Stress</b>		Implement actions to prevent heat related illnesses in athletes pursuant to <i>District Guidelines for Preventing Heat Stress</i> .	Bulletin 963
<b>Household Appliances</b>		Remove from classroom, household appliances (e.g. toaster/oven, microwave oven, refrigerator, coffee machine, heater) or other unauthorized electrical appliances pursuant to Bulletin C-26.	Bulletin C-26
<b>Medication Storage</b>		Ensure medication cabinet is secured at all times.	
<b>Respiratory Protection</b>	<b>Program</b>	Maintain a written Respiratory Protection Program dealing with the use of respiratory protective equipment by employees or students.	8 CCR § 5144; 29 CFR §§ 1910.134
	<b>Equipment</b>	Provide respiratory protection equipment when engineering/operational controls are not feasible for limiting an identified exposure to airborne contaminants.	8 CCR § 5144
<b>Sports Medical Clearance</b>		Ensure appropriate medical clearance for students prior to participating in interscholastic athletics.	Bulletin Z-9
<b>Smog Alerts</b>		Ensure staff and students are notified of “Smog Alerts” and other air pollution episodes pursuant to Reference Guide REF-886.	Reference Guide REF-886

## LEAD MANAGEMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Drinking Fountains</b>		Flush drinking fountains, kitchen faucets and other water fixtures used to dispense drinking water each morning for a minimum period of 30 seconds to minimize potential exposure to lead and other water pollutants.	Reference Guide REF-858
<b>Peeling Paint or Debris</b>	<b>Repair</b>	Repair areas of peeling paint or otherwise deteriorated paint surfaces and clean up paint debris. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	
	<b>Area Closure</b>	Restrict access to areas where visible paint debris is accessible to students and staff.	
	<b>Room Closure</b>	Restrict access to rooms with peeling paint or paint debris in areas directly accessible to students in kindergarten through third grade.	
<b>Other Source of Lead Contamination</b>		Restrict access to rooms or other areas with potential lead contamination.	

## MISCELLANEOUS

Type	Subtype	Corrective Action for Identified Deficiency	Reference
Animal Care	Authorization	Obtain authorization from site administrator prior to bringing animals into the classroom.	Bulletin 83
	Humane Treatment	House and care for all caged animals in a humane and safe manner.	Bulletin 83
LAUSD Required Poster		Ensure LAUSD Integrated Regulatory Requirements Poster is posted in a conspicuous area and accessible to employees.	
Smoking		Prohibit smoking on District property pursuant to Bulletin 66.	Bulletin 66

## OFF-SITE RISKS

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Abandoned Vehicle</b>		Off-site survey identified abandoned vehicle that may pose a significant risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
<b>Air Emission Source</b>		An industrial air emission source(s) has been identified in proximity of the school which may pose a significant health or safety risk to school occupants. Report all air pollution complaints to OEHS at (213) 241-3199 and South Coast Air Quality Management District (SCAQMD) at (800) 288-7664. Maintain log of air pollution complaints pursuant to Safety Alert 03-02. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	Safety Alert No. 03-02
<b>Airport or Other Major Transportation Corridor</b>		Off-site survey identified airport or other major transportation corridor that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
<b>“High Risk” Facility</b>		Off-site survey identified one or more industrial facilities that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	Board Resolution on “High Risk Facilities”
<b>Noise</b>		Off-site survey identified potential noise source that may interrupt the learning environment. OEHS will notify appropriate regulatory agencies to assess and/or mitigate potential risk.	
<b>Pipelines</b>		Off-site survey identified one or more high pressure or petroleum pipelines that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
<b>Power Lines</b>		Off-site survey identified one or more high power transmission line that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
<b>Railway Line</b>		Off-site survey identified a railway line that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	



## OFF-SITE RISKS

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Sidewalk/Curb</b>		Off-site survey identified deteriorated sidewalk/curb in public walkway that may pose a trip and fall hazard to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
<b>Traffic Hazard</b>		Off-site survey identified traffic conditions that may pose a significant risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
<b>Trash/Debris</b>		Off-site survey identified trash/debris or other material including dead animals that may pose a significant health or safety risk to school occupants. OEHS will confer with appropriate regulatory agencies to assess and/or mitigate potential risk.	
<b>Unlawful Activity</b>		Off-site survey identified unlawful activity adjacent to school (drug or liquor sales, gang activity, street vending, loitering, etc.) OEHS will notify appropriate authority.	Bulletin BUL-577

## PEST MANAGEMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Integrated Pest Management</b>	<b>Program</b>	Maintain a copy of the District's Integrated Pest Management (IPM) program in the main office. Contact Pest Management at (213) 745-1435 to obtain a copy.	AB2260
	<b>Approved Pesticides List</b>	Post a current copy of the District's Approved Pesticide Products List in the main office.	CEC § 17612
	<b>Awareness</b>	Ensure all staff is familiar with the Integrated Pest Management (IPM) Policy and Program.	California Education Code (CEC) § 17610
	<b>Notification</b>	Provide written annual notification to staff and parents of pesticide products expected to be used during the school year. The notification should offer to staff and parents a procedure by which they may receive 72 hour advance notification of pesticide use, and should include a copy of District's Approved Pesticide Products List.	CEC § 17612
	<b>Pesticide Application</b>	Ensure pesticides used on campus are on the District's Approved Pesticide Products List and applied only by a District Pest Management Technician.	CEC § 17612
	<b>Recordkeeping</b>	Maintain records for the past 4 years of pesticides used at the site.	Integrated Pest Management Program CEC 17611
	<b>Standing Water</b>	Remove all sources of stagnant or standing water on campus to prevent mosquito breeding.	Safety Alert 04-07
	<b>Warning Signs</b>	Ensure warning signs are posted at least 24 hours prior to pesticide application and remain posted for 72 hours after application.	CEC § 17612
<b>Bird Nesting</b>		Mitigate bird nesting problem. Place trouble call to District Pest Management at (213) 745-1435	LAUSD Integrated Pest Management Handbook
<b>Dead Bird</b>		Handle dead bird on campus in accordance with <i>Safety Alert West Nile Virus Precautions</i> .	Safety Alert 04-07

## PEST MANAGEMENT

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Fly Fans</b>		Provide air curtains, fly fans and/or self-closing screen doors for all cafeteria doors opening to the outside. If necessary, place a trouble call to the Maintenance and Operations trouble-call desk at (213) 745-1600.	CURFFL 114030
<b>Insects</b>		Mitigate insect infestation (e.g. ants, spiders, cockroaches, termites). Place trouble call to District Pest Management at (213) 745-1435	LAUSD Integrated Pest Management Handbook
<b>Rodents</b>		Mitigate rodent infestation. Place trouble call to District Pest Management at (213) 745-1435	LAUSD Integrated Pest Management Handbook

## TRAFFIC AND PEDESTRIAN SAFETY

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Pedestrian Routes</b>		Ensure “Safe Pedestrian Routes” to school have been designated, distributed to parents and posted in the main office.	
<b>Safety Evaluation</b>		Contact OEHS Traffic Safety Section at (213) 241-3199 to request evaluation of traffic safety issues, signage, and training or for assistance on safe routes to school.	
<b>Student Drop-off and Pick-up Points</b>	<b>Enforcement</b>	Request assistance from School Police and/or local law enforcement for traffic enforcement as necessary to ensure student safety during drop-off and pickup times.	
	<b>Supervision</b>	Ensure student drop-off and pick-up points are designated and supervised as required by OEHS Safe School Plan, Volume 1 – Prevention Programs.	Safe School Plan, Volume 1 – Prevention Programs
<b>Training and Education</b>		Provide students, parents and employees with: AAA traffic safety and pedestrian brochures; bicycle and bus safety rules; information on pedestrian routes to and from school; student drop-off/pickup procedures; and seat belt/car safety information.	Memorandum CT-1

## VIOLENCE PREVENTION

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Safe School Plan – Volume 1</b>		Develop and annually update Safe School Plan. Refer to OEHS <i>Model Safe School Plan, Volume 1 - Prevention Programs</i> at <a href="http://www.lausd-oehs.org">www.lausd-oehs.org</a> .	Model Safe School Plan, Volume 1 - Prevention Programs
<b>Attendance Plan</b>		Establish attendance plan in compliance with District policy.	Bulletin 13 Bulletin Z-54
<b>Crisis Intervention</b>	<b>Team</b>	Ensure that the school has established a Crisis Intervention Team and the site administrator has identified team members.	Model Safe School Plan, Volume 1 - Prevention Programs ; Bulletin 962
	<b>Handbook</b>	Maintain a copy of the most recent Crisis Intervention Handbook, so that it is available to the site administrator and members of the Crisis Intervention Team.	Model Safe School Plan, Volume 1 - Prevention Programs
	<b>Intervention Notebook</b>	Maintain an intervention notebook to document the specifics of each critical incident and Crisis Intervention Team actions taken in response.	Model Safe School Plan, Volume 1 - Prevention Programs
	<b>Training</b>	Ensure that school Crisis Intervention Team meet regularly for training and review of the crisis intervention plan. Training documentation should include name of trainer, trainer affiliation, and location of training and date of training.	Model Safe School Plan, Volume 1 - Prevention Programs ; Bulletin 962
<b>Discipline Code</b>		Ensure that the school discipline code is distributed annually to all students, parents and employees.	OEHS Model Safe School Plan Volume 1 – Prevention Programs; Collective Bargaining Agreement, UTLA & LAUSD, Articles XXIV and XXVIII

## VIOLENCE PREVENTION

Type	Subtype	Corrective Action for Identified Deficiency	Reference
<b>Human Relations Leadership Team (HRLT)</b>	<b>Team</b>	Establish a Human Relations Leadership Team (HRLT) and assign a coordinator.	Model Safe School Plan, Volume 1 - Prevention Program
	<b>Calendar</b>	Ensure the Human Relations Leadership Team (HRLT) maintains a calendar of events to implement strategies for the Multicultural and Human Relations Education Program (MHREP).	Model Safe School Plan, Volume 1 - Prevention Programs
	<b>MHREP Summary</b>	Ensure the Human Relations Leadership Team (HRLT) submits a year-end summary of the Multicultural and Human Relations Education Program (MHREP) to the site administrator and school governance council.	Office of Intergroup Relations, "Educating for Diversity: A Framework for Multicultural and Human Relations Education, School Assessment Checklist," pages 76-79, 4-92.

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**APPENDIX VI**

**WORKING DRAFT SUGGESTIONS  
FOR PREVENTIVE AND REMEDIAL ACTIONS**

## WORKING DRAFT SUGGESTIONS FOR PREVENTIVE AND REMEDIAL ACTIONS

The list below provides additional, more detailed suggestions for preventing and remedying IEQ problems in schools. It is based on information from various sources, including school district staff who participated in public workshops during this project, consultants, state agency staff, and others. This list is a draft working document. Further comments are welcomed and can be sent to ARB at [tphillip@arb.ca.gov](mailto:tphillip@arb.ca.gov) or [capcs@arb.ca.gov](mailto:capcs@arb.ca.gov). A **School Advisory Fact Sheet** compiled by ARB for California schools, school districts, consultants, and others, dated April, 2004, is available at <http://www.arb.ca.gov/research/health/school/pcsfact.pdf>. That fact sheet and the information below may be updated from time to time by ARB on the ARB website.

### October 2003 Guidance

#### GENERAL

1. For new school design or retrofits, also see CHPS Best Practices Manual sections on siting, materials selection, and ventilation ([www.chps.net](http://www.chps.net)) and EPA's *Design Tools for Schools* (<http://www.epa.gov/iaq/schooldesign/>).
2. Apply for financial assistance through local utility programs and the California Energy Commission (see AB 549 program for energy efficiency in existing buildings, <http://www.energy.ca.gov/ab549/index.html>).
3. Set up communication and tracking system for reporting IEQ problems immediately and ensuring their resolution. The Los Angeles USD database program for tracking environmental health complaints is available at no cost.
4. Educate teachers, maintenance staff, custodial staff, and administrative staff on the causes and prevention of poor IEQ. EPA's *IAQ Tools for Schools*, a free package, can help accomplish this (<http://www.epa.gov/iaq/schools/>).
5. Identify asthmatics and other individuals who are more sensitive to indoor air pollution, and work with the local American Lung Association to reduce pollutant and allergen exposures at school and at home (<http://www.lungusa.org/events/astopen.html>.)
6. Design or modify building to allow easy access and clearance for maintenance and inspection, including HVAC systems, crawlspaces, and plumbing systems.

#### VENTILATION AND AIR CLEANING

1. Meet Cal OSHA regulations, Sec. 5142, which require provision of constant ventilation at a rate specified in the building design, as well as annual inspection, maintenance, and record keeping (<http://www.dir.ca.gov/title8/5142.html>).
2. Ensure constant supply of outdoor air and pre-occupancy flushing, per CEC Title 24 regulations and Cal/OSHA regulations.
3. Conduct annual cleaning and inspection of HVAC: dampers, drains, flow imbalance, coils, filters, ductwork, etc. (see EPA Tools for Schools).
4. Assure thermal comfort (T & RH, drafts) through annual inspections and testing.
5. Improve user-friendliness of control systems; educate teachers on use of timers and post simple instructions.
6. Consider separate, low-noise exhaust ventilation systems for providing constant ventilation when the central system is inefficient or too noisy. Include air intakes in locations away from outdoor pollutant sources. Design the systems and measure indoor-outdoor pressure

differences to avoid excessive depressurization, which can cause problems due to increased transport of radon, soil gas, pesticides, odors, and moisture into the room from the soil, crawl spaces, and adjoining spaces.

7. During high humidity conditions (warm and wet or muggy, and high occupant load), reduce residual indoor moisture by running HVAC or dehumidifier after classes for an hour or two, as needed. This may also be needed during school vacations (especially in climate zones with high humidity), and during the first year in new classrooms built with a significant amount of wood materials.
8. Avoid the use of ozone-generating air cleaners in enclosed areas (<http://www.arb.ca.gov/research/indoor/acdsumm.pdf>).

### NOISE

1. Specify low-noise, low-vibration HVAC systems (new and retrofit), e.g., systems with baffles, vibration dampers, insulation, etc.
2. Specify windows, doors, and other building components with low-noise transmission characteristics, wherever possible.
3. Test and demonstrate low-noise, low-vibration HVAC systems; track long-term performance.

### MOISTURE

1. After leaks, spills, and flooding, dry the rooms thoroughly within 24 hours. Use heating and floor fans if necessary. For more information on IAQ and repairing flood damage safely and effectively, see <http://www.epa.gov/iaq/pubs/flood.html>.
2. Repair leaks immediately, to avoid major damage later. Moisture meters can be used to find damp areas of building. Infrared cameras may be available on loan from utilities to identify less accessible leak locations.
3. Inspect EPDM and metal roofs annually for tears, leaks, interior condensation, and degradation.
4. Inspect buildings, especially roofs, gutters, and crawlspaces, before each wet season, and after every heavy rain.
5. Specify at least 6 inch flashing and mastic sealant around roof HVAC units, a common source of water leakage. Inspect routinely.
6. Test condensate drain pan routinely: pour 1 cup of water in pan, check for flow at end of drain line and for any standing water left in pan.
7. Specify and verify proper siting, drainage, and pad with concrete or asphalt surface or a plastic vapor barrier. Add drainage features to site if necessary.
8. Specify and verify effective crawlspace ventilation area and location:
  - Sufficient ventilation area per building code.
  - Non-louvered vents
  - Proper location – avoid corners, stagnant areas, and close spacing between vents.
9. Do not drain the roof and HVAC to the surface near the building; route to sub-surface drains, or if necessary, at least several feet away from building in area with permeable soil and a slope away from building.
10. Inspect roof gutters for proper drainage.
11. Specify portable skirt height at least 6 inches above ground, preferably higher, to avoid wicking and improve ventilation; avoid wood or other absorbent material for skirting.
12. Do not allow sprinklers to hit buildings or drain next to or under building.
13. Specify adequate flashing for roofs, walls, windows, and doors, and specify adequate roof overhangs.
14. Avoid carpet in areas with the potential for high moisture such as areas with sinks, entrances, coatrooms, etc.

15. Specify and verify low moisture content in building materials such as wood, concrete, and wallboard. Protect these materials from moisture and dust before and during installation.
16. Avoid cold spots in building shell (insulation gaps, thermal bridges) through better QC at factory, and by commissioning (infrared camera).
17. Avoid flat roofs. Add slope to roofs during retrofits, if possible.
18. Use moisture resistant materials in subfloor (e.g., if wood product, should be exterior grade.)

#### VOCs, INCLUDING FORMALDEHYDE AND OTHER ALDEHYDES

1. Specify low- or non-emitting building materials and furnishings, including items after original installation, such as cabinetry. Have manufacturers confirm emission rates.
2. Follow ARB-DHS recommendations for reducing indoor formaldehyde levels (see Appendix IV).
3. Control emissions from remodeling and construction through isolation and negative pressure (exhaust ventilation).
4. Select low-emitting carpets and glues; air out the carpet before installation; flush out the room during and after installation and before occupancy; ensure constant ventilation before and during occupied periods.
5. Caulks and sealants: apply during school vacations, flush out after installation.
6. Ensure that teachers do not use or store products or materials that can be significant sources of indoor pollutants, such as room deodorizers, cleaning products, pressed wood, candles, pesticides, hair spray, aromatherapy oils, etc.
7. Program the HVAC controls for daily pre-occupancy flush, per CEC ventilation standard.

#### PARTICULATE MATTER AND FLOOR DUST

1. Place ground cover on open soil.
2. Include walk-off mats inside and outside of each classroom.
3. Upgrade HVAC filters & frequent replacement; seal leaks/bypasses around filters.
4. Perform daily vacuuming, sweeping, and dusting.
5. Dust with damp mops and cloths.
6. Vacuum with efficient vacuum cleaners that capture more of the dust (see *Consumer Reports*).
7. Consider hard flooring with washable area and runner rugs.
8. Provide covered storage containers for teaching supplies.

#### LIGHTING

1. Encourage daylighting.
2. Replace old ballasts with new high-efficiency, low-noise ballasts.
3. Add solar shades and/or awnings to reduce glare and heat load.
4. Assure illumination level and quality are sufficient. Refer to IESNA standards for classrooms.

#### BIOLOGICAL POLLUTANTS

1. Do not keep animal pets in classrooms for extended periods, especially furry mammals, reptiles, and turtles.
2. Plant trees and bushes that produce little or no allergens (see American Lung Association and local allergists; see example at the Tulare School District, <http://www.visaliatimesdelta.com/news/stories/20030630/localnews/568385.html>; and ARB Research Division, Biogenic Research, <http://www.arb.ca.gov/research/ecosys/ecosys.htm>).